

CHAPTER 320: PROCUREMENT (INCL. EQUIPMENT)

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321 PROCUREMENT AUTHORITY

(See the **DNRC Procurement Manual**)

Additional information on ordering of specialized equipment and other resources not readily available locally is contained in the **DNRC Fire Suppression 900 Manual**, Section 960.

322 EQUIPMENT AND OTHER RENTALS

A. STATE-OWNED OR LEASED EQUIPMENT

Time recording of State-owned, Federal Excess Personal Property (FEPP) or leased equipment is accomplished on the DNRC Form #F-323 - Emergency Equipment Use Invoice.

1. Cooperating Agency Equipment

If applicable, charges for equipment owned or operated by cooperating agencies and used on DNRC fires will be included in the agency bill presented to DNRC for payment. Timekeeping for such use will be done by the cooperating agency on its own regular forms. No additional DNRC documentation is required. If the cooperating agency has no regular equipment use reporting system, the OF-287 Emergency Equipment Shift Tickets summarized onto the DNRC Form #F-323 (OF-286) Emergency Equipment Use Invoice, should be used to record and bill for equipment use.

2. Reimbursement for Use of DNRC Equipment by Other Agencies

(See **DNRC Fire Follow-up - 1000 Manual and NWCG Interagency Incident Business Management Handbook – Chapter 50, Section 01.6 – State Owned Equipment**)

B. RENTED EQUIPMENT

(See **NWCG Interagency Incident Business Management Handbook, – Chapter 20 – ACQUISITION – Section 28 – Exhibits – Exhibit #17**)

1. Emergency Equipment Rental Agreement, Forms, Guidelines and Checklists

(See Appendix B of this manual and NWCG Interagency Business Management Handbook – Chapter 20 - ACQUISITION)

C. INSPECTION GUIDANCE FORMS

The equipment shall meet the requirements of the OF-296 Vehicle/Heavy Equipment Safety Inspection Checklist. See the NWCG Interagency Incident Business Management Handbook – Chapter 20 – ACQUISITION – Section 28 Exhibits (Exhibits 5 and 6) and Appendix B of this manual for the “OF296 - Vehicle/ Heavy Equipment Safety Inspection” form.

D. FEDERAL MOTOR CARRIER SAFETY REGULATIONS

The Federal Motor Carrier Safety Regulations can be found at the following website for your review or to print a copy for your files.

<http://www.mdt.state.mt.us/mcs/handbook/index.shtml>

Please note: “Some states may have different rules, and some agencies may adopt more stringent rules. This guide is not intended to replace any law or rule, it is up to you to know the law.”

E. LOCAL GOVERNMENT AND PRIVATE CONTRACTORS – CURRENT RENTAL RATES

See the NWCG Interagency Incident Business Management Handbook, Chapter 50 (NRCG Blue Pages Fire Service Organization Equipment Procurement) for rates and minimum standards for equipment rented from Montana fire service organizations (local government firefighting forces).

1. **Engines, Water Tenders, Ladder Trucks (Local Government, Fire Departments and Private Contractors)**

Procurement of fire apparatus equipment from Local Government Fire Departments will follow the procedures established by Section 323.21. (See NRCG Mobilization of Local Firefighting Forces, 2005 revision.

2. All payments made by a State agency to any city, town, county, or local government entity must be payable to the finance officer of the appropriate city, town, or county.

MCA 17-8-311. Payments to local government entities – notice.

"Finance officer" means the county treasurer, city treasurer, town clerk, or the equivalent provided for in Title 7, Chapter 3, MCA. "Local government entity" means a public entity that, whether or not governed by the legislative body of local government, is required by law to conduct financial affairs through the finance officer of a city, town, or county. Examples of a local government entity include the Fergus County Weed Board and the Jocko Rural Fire District. This term does not include a school district or a conservation district.

Therefore, payments made to local government entities by a State agency should be made payable and mailed to the " _____ County Treasurer," " _____ City Treasurer," " _____ Town Clerk," or equivalent as appropriate.

If the State agency is unable to determine if the payee is a local government entity, the State agency shall process the claim to the entity in question and mail a notice of payment to the finance officer of the county and city to which the payment was issued.

F. LAND OR OTHER FACILITIES

1. **Rental of Land or Other Facilities**

The short-term rental of land, office, or warehouse space shall be on a daily rate, weekly or monthly agreement basis. Rental may be processed by the most appropriate method. The rental document shall indicate who will be responsible for providing service and utilities, if any are required. Other facilities can include fire stations, command vehicles, Red Cross or Salvation Army canteen vehicles.

A joint pre- and post-inspection shall be made of the premises. Such inspection shall note all improvements and their condition, including items such as fences, buildings, wells, crops, road condition, etc.

(See NWCG Interagency Incident Business Management Handbook, Chapter 20, Section 28 – Exhibits – Exhibit 15 – Land Use Agreement for Rental of Temporary Emergency Facilities and Inspection Report)

323 **SOURCES OF SUPPLY**

Supplies to be used for fire suppression should normally be obtained from the most economic (i.e., least costly) source, provided that the items needed can be delivered in time and in sufficient quantity for operational requirements. Sources for supplies should normally first be local DNRC-owned stocks. Local cooperating agency supplies can also be considered and, if needed, provided for in local annual operating plans.

Land Offices should also make annual pre-season local arrangements for commercial purchase of supplies normally needed for fire suppression. These pre-season arrangements can be shared and coordinated, if appropriate, with local cooperating agencies. Land Offices should annually prepare a summary (using the appropriate color coding from Sec. 308 this manual) of such prearranged contracts, agreements, and arrangements and include this current summary as a local supplement to this section of this manual for use of procurement personnel supporting the fire suppression effort.

The fire service and supply plan should list vendor names, day/night telephones, addresses, rates, etc. and including the following:

- Completed rental agreement for equipment, separated into broad categories, such as bulldozers, trucks, saws, etc.

- Available local open-market sources--list sources for heavy-demand items such as food supplies, food service (include menus if appropriate), fuel, equipment repair service, batteries, clothing, etc.
- Logistical support agreements with local cooperating agencies.

A. FIRE CACHES AND MOBILE KITCHENS

DNRC maintains mobile fire caches and kitchens (Refer to NWCG Interagency Incident Business Management Handbook – Chapter 50)

B. DNRC COMPETITIVE BIDS (CONTRACTS FOR FIRE SUPPLIES/EQUIPMENT)

DNRC currently has competitive bids (CY2005) for sack lunches, portable toilets and hand washing stations. See the following website for the contract lists and the procedures for how to place an order:

<http://dnrc.mt.gov/forestry/fire/business/contractlist.asp>